UNITED
NATIONS

ST

Secretariat

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EDITORIAL DIRECTIVE

Prepared by the Technological Innovations Programme
at the request of the Chief Editor

To: All those concerned with drafting and editing United Nations documents and publications

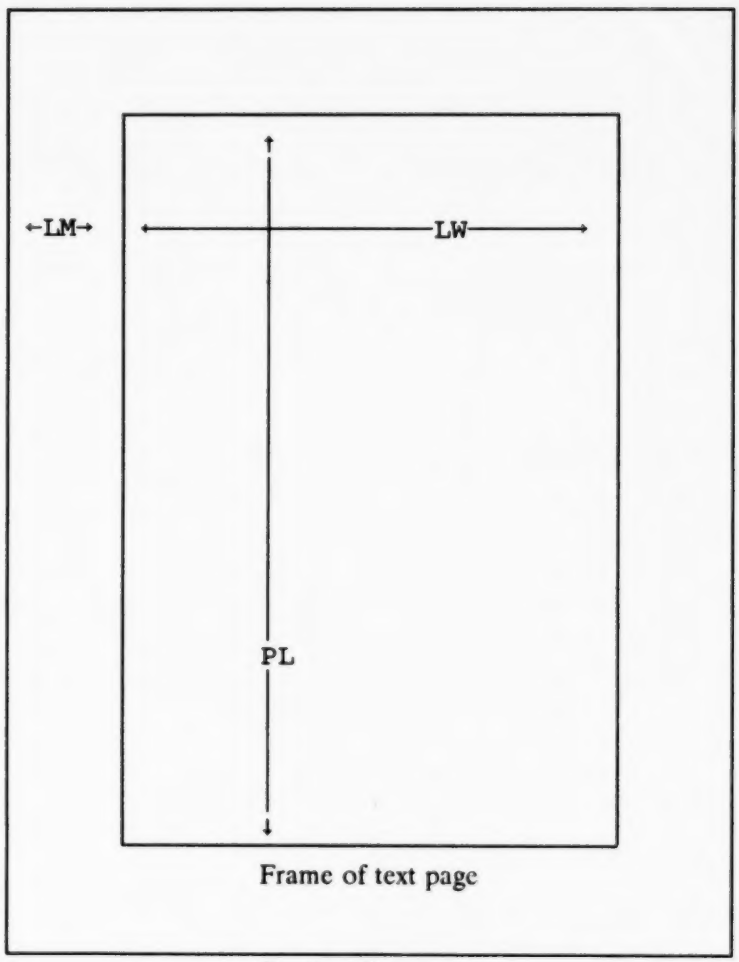
Subject: UNIFORM WORD-PROCESSING PAGE FORMAT
FOR UNITED NATIONS DOCUMENTS

1. The United Nations is planning to implement an optical disk system for the storage and retrieval of documents in all official languages. The document database will contain documents produced at various duty stations. Up to the present time, documents produced at different duty stations vary in number of lines per page and line length as a result of the use of different standard paper sizes such as 8-1/2 in. x 11 in. and European A4 formats.

2. Henceforth, the following word-processing page format should be used for all United Nations documents so that documents can be retrieved electronically and printed regardless of the standard paper size in use at the location where the document will be printed.

3. United Nations standard document page format:

READEX
FICHE


←LM→
LW
PL
Frame of text page
Border of paper

LM = Left margin should be 10 characters at 12 pitch, i.e. at 12 characters per inch;

LW = Line width should be 80 characters at 12 pitch, i.e. at 12 characters per inch;

PL = Page length should be 61 lines per page at 6 lines per inch line spacing;

Line 1 will normally contain the symbol/page number. Footnotes should not exceed the standard page length of 61 lines at 6 lines per inch.

4. This editorial directive covers documents generated on word-processing equipment and reproduced in word-processing format. Additional guidelines will be issued to address United Nations documents which are prepared using typesetting and/or electronic publishing processes.